

## EMPLOYEES COMING FROM OTHER BRANCHES OR STATE ENTITIES NOT ON HRIS

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Refer to this document when you have an employee coming from a position at Community Based Corrections, Regents, or the Judicial or Legislative branch. Also refer to the Managers & Supervisors Manual, Chapter 4.80.

### P1 Type to Use

- 088 Transfer P1: when the employee is currently active on HRIS (working at Judicial or Legislative).
- 005 New Hire P1: when the employee is coming from an entity not on HRIS (CBC, Regents).
- 069 Reemployment P1: when the employee has an HRIS record, but is not active in the system.

### Rate of Pay

- Employee should be paid at the minimum of the pay grade for the job class. To pay the employee above the minimum, a Special Pay/Appointment Action form (M40) must be submitted and approved in accordance with DAS-HRE rules.

### Step Increase Date

- If the employee is hired into an AFSCME class, OR starts on the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment.
- If the employee is not AFSCME-covered and does not start the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment **plus** one additional pay period.

#### Example:

Effective date of hire: 02/03/2012

Step Increase date for AFSCME employees or those that start on the first day of the pay period: 08/03/2012

Step Increase date for non-AFSCME employees who start after the first day of the pay period: 08/17/2012

### Employee Status

- The employee's status shall generally remain the same. If the employee has permanent status, a probationary period is not required.

### Employment Dates

- The employee's employment, seniority and vacation anniversary date will remain the same.

### Sick and Vacation Balances

- Accrued sick leave shall be transferred.
- Accrued vacation for Community Based Corrections employees shall be transferred and not paid out. For others, the decision to transfer or pay out accrued vacation shall be made by the receiving appointing authority. At a minimum, the sending agency must pay out accrued vacation hours that are over the ceiling for the job class that the employee is entering.

### P1 Remarks

- You **must** enter remarks in the P1 stating where the employee is from (CBC, Regents, Judicial or Legislative Branch), their employment dates, and whether or not there was a break in service. If there was a break in service, the employee would receive all new dates.

## **EMPLOYEES COMING FROM DEPARTMENT OF TRANSPORTATION**

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When an employee is coming from the Department of Transportation, contact one of the DOT personnel assistants for the employee's current information (job class, pay rate, step increase date, employment dates, sick/vacation balances, etc). The DOT personnel assistants are:

- Kay Anderson: 515-239-1655 / [Kay.Anderson@dot.iowa.gov](mailto:Kay.Anderson@dot.iowa.gov)
- Kathy Robinson: 515-239-1654 / [Kathy.Robinson@dot.iowa.gov](mailto:Kathy.Robinson@dot.iowa.gov)

### **P1 Type to Use**

- 005 New Hire P1: when the employee is does not have a record on HRIS.
- 069 Reemployment P1: when the employee does have a record on HRIS.

### **Rate of Pay**

- Follow the applicable rules for promotion, demotion, or lateral transfer.

### **Step Increase Date**

- Follow the applicable rules for promotion, demotion, or lateral transfer.

### **Employee Status**

- The employee's status will remain the same.

### **Employment Dates**

- The employee's employment, seniority and vacation anniversary date will remain the same.

### **Sick and Vacation Balances**

- Accrued sick leave and vacation shall be transferred.

### **P1 Remarks**

- Enter the information provided by the DOT personnel assistant in the P1 remarks. This includes the employee's job class at DOT, pay rate, step increase date and dates of employment. Also include the employee's termination date at DOT – if there was a break in service, the employee would be treated like a new hire.